

Follow-up

Following up with the Small Business Advocate you come in contact with is important in creating a relationship that will help you stay current with Laboratory procurement opportunities.

Diversify Customer Base

The Laboratory is a great place to do business; however, it's not the only place. We encourage you to research the Small Business Programs of other national laboratories and search for procurement opportunities. You can also visit the Department of Energy's forecasting website <<http://hqinc.doe.gov/forecast>>.



Other Procurement Resources

The Small Business Administration (SBA)

The SBA is a great resource to help you with the mystery of government contracting. Your local SBA office can be found in the phone book or consult the SBA website <<http://www.sba.gov>>.

Note: If you are not certified as an 8(a) or HUBZone Business, LANL strongly encourages you to contact the SBA to learn about these programs and how they may benefit your company.

LANL Forecasting

The Laboratory is currently improving its forecasting process and plans to publicize upcoming procurement opportunities. Once operational, the forecasting data will be displayed on the Procurement webpage <<http://supply.lanl.gov/procurement>>. Visit the site to stay current of future procurement opportunities.

Small Business Program Team

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How To Do Business with Los Alamos National Laboratory



How To Start

Register with CCR

Any business interested in procurement opportunities with the Laboratory must register with the Central Contractor Registration (CCR) database. Register at <http://www.ccr.gov> or call 1-888-227-2423. This is the primary supplier database for the Federal Government.



What You Will Need to Register

A Data Universal Numbering System (DUNS) Number: The DUNS number is a unique 9-digit business identification number provided by the commercial company Dun & Bradstreet (D&B). Visit D&B at <http://www.dnb.com/us> or call 1-866-705-5711.

A North American Industry Classification System (NAICS) Code: The NAICS code determines the business size based on its industry code. To find your company's NAICS code, visit the NAICS website <https://eweb1.sba.gov/naics>.



Research LANL

Find out what Los Alamos National Laboratory's (LANL's) mission is by consulting the Laboratory's website <<http://www.lanl.gov>>. A listing of the type of products and services the Laboratory purchases can be found on the Small Business Program Team website <<http://business.lanl.gov>>.

Become Familiar with LANL's Procurement Organization

The Laboratory's Procurement Organization acquires goods and services to fulfill the Laboratory's mission. A description of each of the buying groups can be found on the "Procurement Fact Sheet". You can obtain a copy from the Small Business Program Team or go to the Procurement website: <<http://supply.lanl.gov/procurement>>.

Contact a Small Business Advocate

The Laboratory's Small Business Program Team assists the different buying groups within Procurement in identifying procurement opportunities and matching them with qualified supplier capabilities. Contact one of the following advocates to learn about small business opportunities in each of the buying groups.

Carlos Chacon (505.665.4284 or cchacon@lanl.gov) — Services and Staffing Support Group (SUP-10).

Vangie Trujillo (505.665.2963 or vangie@lanl.gov) — Construction Group (SUP-8).

Timothy Martinez (505.667.2390 or timothy@lanl.gov) — Information Technology Group (SUP-9).

Janelle Vigil-Maestas (505.665.4329 or vigil-m@lanl.gov) — Streamline Purchasing Group (SUP-7) and the Small Purchases Group (SUP-6).

Provide a Capability Statement

Provide a capability narrative of your company to one of the four advocates listed. If you do not have marketing literature, e-mail the Small Business Program Team at business@lanl.gov to request a capability statement template. The Small Business Program Team will provide guidance on how to complete the form.

Keep Your Capability Statement Updated

The Laboratory procures nearly \$1 billion in products and services annually. Keeping your marketing materials and capability statement current is critical when attempting to do business with the Laboratory.

